



New Jersey Department of Environmental Protection  
**NOTICE OF VACANCY**  
**Posting Number: MP001-2015**

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( X ) DIVISION/PROGRAM

( X ) DEPARTMENT

( X ) STATEWIDE

**EXTENDED CLOSING DATE AND LOCATION CHANGE**

**TITLE:** Information Technology Specialist

**SALARY:** (P21) \$51,529.95-\$72,953.46

**OPENING DATE:** December 16, 2015

**CLOSING DATE:** January 13, 2016

**EXISTING VACANCIES:**

**WORKWEEK:**

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Office of Information Resources Management  
401 East State Street, 1<sup>st</sup> Floor  
Trenton, New Jersey 08625

**DESCRIPTION:** Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

**SPECIFIC TO THE POSITION:** Position will be responsible for the following activities related to existing/new NJDEP Internet and Intranet sites: Develop, modify, and maintain HTML web pages. Collaborate with individual program areas on web to meet their project-specific needs. Develop web site templates that utilize modern technologies and are mobile friendly. Migrate web sites into new templates and/or frameworks. Create/modify images, photos and graphics for web site use. Assist in deploying, supporting and maintaining DEP web applications and services. Develop, implement and enforce agency-wide internet policies, standards and web site formatting/branding. Assist in maintaining and administering NJDEP's web infrastructure and on-site Microsoft IIS 8.5 web server(s). Update applications with Active Server Pages (.asp), ASP.NET and PHP programming languages.

**Special consideration will be given to candidates** who have education, experience, or knowledge of Adobe Dreamweaver CC 2015, CSS3, HTML5, jQuery version 1 or 2 and JavaScript. Candidate should have a working knowledge of Adobe CC graphics programs (Photoshop, Illustrator, Fireworks).

**REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

**Experience:** One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment. **Note:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management). A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience. **NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

**SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION**

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**License:** Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

**RESIDENCY:** Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

**NOTE:** Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

**SCOPE OF ELIGIBILITY:** Open to candidates who meet the above requirements.

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Maria Pagan  
Commissioner’s Office  
PO Box 402; Mail Code 401-07  
Trenton, NJ 08625-0420  
E-mail Address: EXECUTIVE.resumes@dep.nj.gov  
Fax Number (609) 292-7695

**POSTING AUTHORIZED BY:** Deni Gaskill, Manager  
Division of Human Resources

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**Accommodations will be made for qualified applicants or employees with disabilities  
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**